New Jersey Department of Education
OFFICE OF SCHOOL-TO-CAREER AND COLLEGE INITIATIVES
Carl D. Perkins Vocational and Technical Education Act of 1998
and/or State Vocational Education
FISCAL YEAR 2002
BUDGET SUMMARY FORM

A. CHECK ONE: _____ SECONDARY _____ POST SECONDARY

B. ELIGIBLE RECIPIENT: _____   **C. PROJECT NUMBER:** _____ **-02**

D. EXPENDITURE CATEGORY	E. FUNCTION & OBJECT CODE	F. PROGRAM COSTS	G. ADMIN. COSTS	H. TOTAL (F + G)
INSTRUCTION Personal Services - Salaries	100-100			
Purchased Professional & Tech. Services	100-300			
Other Purchased Services	100-500			
General Supplies	100-600			
Other Objects	100-800			
SUBTOTAL INSTRUCTION				
SUPPORT SERVICES Personal Services - Salaries	200-100			
Personal Services-Employee Benefits	200-200			
Purchased Prof.-Ed Services	200-300			
Purchased Prof.-Ed. Serv.-Educ. Consultants	200-320			
Purchased Property Services	200-400			
Other Purchased Services	200-500			
Travel	200-580			
Supplies and Materials	200-600			
Other Objects	200-800			
Indirect Costs	200-860			
SUBTOTAL-SUPPORT SERVICES				
FAC ACQ & CONSTRUCTION SERV Buildings	400-720			
Instructional Equipment	400-731			
Noninstructional Equipment	400-732			
SUBTOTAL-FACILITIES ACQUISITION & CONSTRUCTION SERVICES				
Schoolwide Programs: Abbott	520-930			
Schoolwide Programs: Non-Abbott	520-932			
TOTAL PROJECT EXPENDITURES				

I.

_____   _____ _____
BUSINESS ADMINISTRATOR/CFA NAME   **BUSINESS ADMINISTRATOR/CFA SIGNATURE**   **DATE**

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INSTRUCTIONS FOR COMPLETING GRANT BUDGET SUMMARY FORM

NOTE: Refer to the Uniform Minimum Chart of Accounts distributed by NJDOE for specific instructions regarding classification of expenditures within category headings.

A. **Check whether Secondary or Post Secondary** grant application**;**

B. **Enter the name** of the Eligible Recipient**;**

C. **Enter Project Number;**

D. and E. **Follow the Expenditure Category and Function and Object Code;**

F. **Enter the proposed Program Costs** in the appropriate line, using the information contained on the completed Budget Detail forms. The budgeted amounts in each category on the budget detail pages and the subtotals for expenditure categories itemized on this Grant Budget Summary must match;

G. **Enter the proposed Administrative Costs** in the appropriate line, using the information contained on the completed Budget Detail forms. The budgeted amounts in each category on the budget detail pages and the subtotals for expenditure categories itemized on this Grant Budget Summary must match;

H. **Add the expenditures in columns F and G to obtain the line totals. The Total Project Expenditures at the bottom of the column must equal** the total of all Budget Detail pages and the amount requested on Item 8b of the Title Page form. There are often errors on this page, including incorrect subtotals and totals, incorrect placement of numbers on the Expenditure Category lines, and transposing of numbers. **Check the math** for accuracy; and

I. The **LEA Business Administrator/Chief Financial Officer must sign** and date the bottom of the page.